

Document Number Policy

Overview: Due to past audit findings, NOAA needed to improve how it accounted for purchased personal property. Commerce Business System (CBS), is the finance system that provides the payment data. Payment records that do not match a corresponding property record are considered unreconciled. The Unreconciled Payments Report (UPR) is a NOAA management tool used to track payments made in CBS using Object Class Code (OCC) 31-xx, for corresponding records in Personal Property Management System (PPMS). An identifier based on the type of purchase, is used as the document number for the property record.

Purpose

Personal property assets are acquired through several methods, including but not limited to transfer, purchase order, purchase card, lease, forfeiture, donation, trade-in, and found property. This policy provides guidance on entering document numbers into PPMS for accountable personal properties. PPMS utilize these parameters to match personal property records against CBS payment records. Entering the correct document number, dollar amount and other mandatory UPR fields (organization, project, task, object class code) into PPMS, ensures that the payment affiliated with that purchase will reconcile off the UPR. The document number must be entered correctly in PPMS during the initial entry to ensure the record will auto reconcile.

Document Number Formats

When attaching supporting documentation to asset records in PPMS, it is essential that specific document number formats be applied based on the *document type* field. The document type is the type of document which was used to acquire the personal property (e.g. purchase order, purchase card, or contract). Utilizing proper document number format ensures that future searches based on the document number will be successful since recording an accurate document number in the asset record, assists in reconciling a payment listed on the UPR.

Document Types

Document type is one of the parameters in PPMS which shows how the property is acquired. *Examples of various document types and the formats to use are shown in the table below.*

Document Type	Form	Example
Purchase Order Purchase Order (Recurring) Contract	Use format appearing on the UPR: AA999AFFAA9999 or AAFAA9999 ***DO NOT USE DASHES***	DG13302NC0169 or AB6NC0438
Email	First initial ^ and last name of sender ^ MM/DD/YY	D Bosco 09/02/02
FEDSTRIP	Activity Address Code–Julian Date–Line No 99NNNNYJJJ9999	133KFU12690002
Grant	AAYYAAA99999	NA84WCC06129
Interagency Agreement (MOU/MOA)	Agreement Number Listed on Document	NAS5–29500
Memorandum (including Found Property Certificate)	First initial and last name of sender ^ MM/DD/YY	D Bosco 09/02/02
Personal Property Control (CD–50 for transfers from other DOC Bureau) Property Transaction Request or NF 37–509	Custodial Area No. ^ – ^ MM/DD/YY	54012C201 – 09/17/02
Purchase Card (As listed on UPR or BC-704 Report)	Last 6 digits of Purchase Card No. – Transaction No. (Add a Zero to the Left) – 3 Digit Line No. (Add a Zero (s) to the Left)	065432–0078675–001
Report of Excess Property (SF–120)	Activity Address Code–Julian Date–Line No 99NNNNYJJJ9999	133KFU12690002
Report of Property Constructed (NF 37–6)	First initial and last name of person signing the form ^ MM/DD/YY	J Childs 10/09/01

Transfer Order (SF-122)	Order No. Listed in Block 1 of SF-122	990270139
-------------------------	--	-----------

References

Document Number Formats

http://www.pps.noaa.gov/forms_guides/aids_tools/document-number-format.pdf

CD 50 Create-Update Asset User Guide

http://www.pps.noaa.gov/Documents/CD%2050_Create-Update_Asset_User_Guide.pdf

NOAA PMO Bulletin # 003, FY 2013

http://www.pps.noaa.gov/personal_property_policies_procedures/PB003FY2013.pdf

Object Classification Codes

http://www.pps.noaa.gov/forms_guides/guides_aids_tools/accountable_property_and_object_classes_codes.html